

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**National Procedure Checklist No. 1874**

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**Field Office  
Distribution**

Notices are available on Internet at [www.fsa.usda.gov/dam/forms/notices.asp](http://www.fsa.usda.gov/dam/forms/notices.asp). Handbooks are available on the FSA Intranet Handbook and Notice Print Files page at [http://165.221.16.90/dam/handbooks/eds\\_index.htm](http://165.221.16.90/dam/handbooks/eds_index.htm) for EDS locations to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

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**National Office  
Distribution**

Notices are available on Internet. Handbooks are printed and distributed to the National Office. Some handbooks are available in portable document format (PDF) on the FSA Intranet at <http://intranet.fsa.usda.gov/fsa/>.

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**Temporary  
Directives**

Temporary directives issued since the last weekly checklist are listed in this table.

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
APP-31 12-6-01	Additional Mediation Funding for FY 2002	State and County Offices
AS-2034 12-6-01	Reviewing AD-672's and FSA-875's Each FY	State and County Offices
AS-2035 12-12-01	Stenographic Reporting Services	State Offices, KCAO, and APFO
CM-421 12-10-01	Discontinuing Use of CRP Allocation Method of Division for Tobacco and Peanut Farms Offered for CRP and CREP	Tobacco and Peanut State and County Offices
CMA-67 12-4-01	Automated Cotton Recording System (ACRS) Processing Delays Immediate Commodity Certificate Exchanges for Upland Cotton	State and County Offices, CMA's, and LSA's
CN-929 12-10-01	New Upland Cotton Policy for Commodity Certificate Exchange Transactions and Corrections Resulting From Cotton Receipts Tracking System (CRTS) Malfunction	State and County Offices
FI-2507 12-10-01	Reporting CCC-1099-MISC's to IRS for Recipients of Administrative-Related Payments	State and County Offices and KCFO

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**National Procedure Checklist No. 1874 (Continued)**

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**Temporary  
Directives  
(Continued)**

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
LP-1829 12-6-01	December Alternative Repayment Rate for 2000 Crop Honey Nonrecourse Marketing Assistance Loans	State and County Offices
LP-1830 12-5-01	Additional Estimated Market Price (EMP) for 2000 and 2001 Crop Wheat Karnal Bunt Compensation	Arizona State and County Offices
TB-1025 12-12-01	Tobacco Loss Assistance Program 2000 (TLAP00) Supplemental Payments	AL, GA, NC, and VA State and County Offices

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**Permanent  
Directives**

Permanent directives issued since the last weekly checklist are listed in this table.

<b>Short Reference and Effective Date</b>	<b>Title</b>	<b>For</b>
3-DAP Amend. 9 12-7-01	FY 2000 Disaster Assistance Programs	State and County Offices
1-FLP Amend. 11 12-11-01	General Program Administration	State and County Offices

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**Procedure  
Notices**

Procedure notices issued since the last weekly checklist are listed in this table.

<b>PN Issue No.</b>	<b>Date</b>	<b>For</b>
PN Issue No. 128	12-11-01	State and County Offices

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**Obsolete  
Directives**None

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## National Procedure Checklist No. 1874 (Continued)

USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
CCC	557AP-1	12-11-01	Apple and Potato Quality Loss Program Payment Calculation Worksheet Single Market Crops	CC557AP1.PDF	Electronic Form	MP/2 Head to Head	State and County Offices	3-DAP	N/A	This PDF unfillable form is new and available electronically. The CG version is available on County Office Release No. 470. The PDF-Audio version will be forthcoming.
CCC	557AP-2	12-11-01	Apple and Potato Quality Loss Program Payment Calculation Worksheet Multiple Market Crops	CC557AP2.PDF	Electronic Form	Sheet	State and County Offices	3-DAP	N/A	This PDF unfillable form is new and available electronically. The CG version is available on County Office Release No. 470. The PDF-Audio version will be forthcoming. Print form landscape.
CCC	1099-MISC-1	12-06-01	Notice of Correction for Calendar Year 2001 Payments of Administrative-Related Expenditures	1099MIS1.PDF eCCC1099-MISC-1.FML	Electronic Form	MP/2 Head to Head	State and County Offices	Notice FI-2507	N/A	This form was revised and is available electronically. Destroy old stock.
FFAS	367	12-11-01	2002 Leave Record	eFFAS0367.FML	Electronic Form	MP/2 Head to Head	All offices	115-FI, 6-PM, 22-PM	N/A	This form was revised and is available electronically. Destroy old stock.

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1/ Filing codes pertain only to State and County Offices.

## National Procedure Checklist No. 1874 (Continued)

USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
FSA	1927-1 KS	12-05-01	Mortgage for Kansas	eFSA1927-0001-KS.FML	Electronic Form	MP/5 Head to Foot	Kansas State Office	Notice FLP-234	Position 5	This form is new and available electronically. Discontinue using RD 1927-1 KS. Read Notice FLP-234 for further information. PDF-Audio version will be forthcoming.
FSA	1927-1 MO	12-05-01	Real Estate Deed of Trust for Missouri	eFSA1927-0001-MO.FML	Electronic Form	MP/5 Head to Foot	Missouri State Office	Notice FLP-234	Position 5	This form is new and available electronically. Discontinue using RD 1927-1 MO. Read Notice FLP-234 for further information. PDF-Audio version will be forthcoming.
FSA	1927-1D	12-05-01	Real Estate Deed of Trust for _____	FSA1927-1D.DOC	Electronic Form	MP/5 Head to Head	State Offices	Notice FLP-234		This form is new and available electronically.
FSA	1927-1M	12-05-01	Mortgage for _____	FSA1927-1M.DOC	Electronic Form	MP/5 Head to Head	State Offices	Notice FLP-234		This form is new and available electronically.
KC	23	02-14-94	Time and Attendance Worksheet	KC0023.XLS		Sheet	T&A Clerks			Reformatted in Microsoft Excel due to calculations; no changes made to content of form.
KC	256	10-30-01	Final Clearance Report	KC0256.DOC	RPL/DOC	Sheet	Kansas City FFAS Offices			Revised form; destroy all previous editions.

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USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
KC	338	03-28-95	SCOAP Transmission File Request Worksheet	KC0338.WPD KC0338.DOC		Sheet	TSD, IMSD, AFAD, PSCAD, PARMD, TD			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	339	08-06-96	Request for Establishment of System 36 Library or File	KC0339.WPD KC0339.DOC	RPL/WP/DOC	Sheet	TSD, IMSD, AFAD, PSCAD, PARMD			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	342	08-12-91	Conditions of Term Employment	KC0342.WPD KC0342.DOC	RPL/WP/DOC	Sheet	HRD-KC-EB			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	343	08-08-95	Conditions of Temporary Employment	KC0343.WPD KC0343.DOC	RPL/WP/DOC	Sheet	HRD-KC-EB			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	346	12-24-97	Data Base Production Data Changes	KC0346.WPD KC0346.DOC	RPL/WP/DOC	MP/2 Head to head	KC			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	347	12-21-94	Inventory Control Sheet for Personal Computers	KC0347.WPD KC0347.DOC	RPL/WP/DOC	Sheet	TD			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	349	04-08-92	Signature Machine Control Log	KC0349.WPD KC0349.DOC	RPL/WP/DOC	Sheet	FOD	29-FI		Now available in Microsoft Word fillable format; no changes made to content of form.
KC	351	04-27-92	Uniform Service Component Status	KC0351.WPD KC0351.DOC	RPL/WP/DOC	MP/2 Head to head	HRD-KC-Processing			Now available in Microsoft Word fillable format; no changes made to content of form.

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USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
KC	356	12-03-92	OBL/PC/PCIMS Discrepancies	KC0356.WPD KC0356.DOC	RPL/WP/DOC	Sheet	EOD			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	360	08-12-93	CCC Claim Statement	KC0360.WPD KC0360.DOC	RPL/WP/DOC	MP/2 Head to head	DMD-DCB			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	1042	09-25-01	Guide for Completing UGRSA Documents	KC1042.DOC	RPL/DOC	MP/2 Head to head	BCD-SCB			File re-released to change phone number data entry format because an incorrect number was popping in for Word 97 users. Edition date remains unchanged.
MISC	MP-82	2001	Serving Americas Farmers and Ranchers - Poster (Yellow horizontal version)	nofile.htm	KC	Poster	States, counties			New poster; a nationwide distribution has been made.
MISC	MP-83	2001	Serving Americas Farmers and Ranchers - Poster (Blue vertical version)	nofile.htm	KC	Poster	States, counties			New poster; a nationwide distribution has been made.

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